

TOWN OF MILFORD - JOB DESCRIPTION

JOB TITLE: Building Maintenance/Custodian

CLASSIFICATION: Non-Exempt – Labor Grade 11

Job Description: Responsible for the general overall maintenance and cleanliness of the police facility, which includes oversight of the work of contracted services.

Accountability: Reports directly to the Director of Public Works and indirectly to the Police Chief.

Equipment Used: Small manual and power tools, some specialized tools, vacuum cleaner, carpet cleaners, general maintenance equipment, etc.

Environment: **Inside:** 80 % **Outside:** 20 %

Duties and Responsibilities:

Except as specifically noted, the following functions are considered essential to this position.

1. Maintains time and material records and prepares simple work reports. Maintains logbook for Fire/Security Alarm testing and Annual Mechanical Preventative Maintenance Program. Maintains all records of inspections, tests, and repairs.
2. Performs a variety of maintenance and repair work. Responsible for various building checks on air handlers, HVAC, boiler equipment, security system(s). Performs routine diagnostic information on energy management systems and emergency generator.
3. Maintains appearance and cleanliness of police facility component to include flooring, walls, doors, windows, offices, meeting rooms, locker rooms, bathrooms, cell block area, etc.
4. Empties recyclables and trash containers daily from various locations in police facility and disposes in the appropriate centralized container.
5. Maintains finishes on various floor surfaces, window and mirrors throughout facility. Schedules sub-contractors for seasonal cleaning and refinishing of said surfaces.
6. Orders necessary supplies and equipment within assigned budget appropriation(s) for maintenance service activities. Provides information relative to custodial and maintenance needs to appropriate supervisor.
7. Contacts and oversees various maintenance and repairs performed by contracted services and assists on an as-needed basis.
8. Responsible for opening and closing facility according to schedule; guards against vandalism and unlawful entry.
9. Reviews proposals and meets with contracted services providers for the purpose of making recommendations to the appropriate supervisor.
10. Provides information relative to custodial and maintenance needs to the Director of Public Works.
11. Uses chemicals and supplies according to department standards to ensure safety and efficiency.
12. Reports safety issues and emergencies that occur in the police facility to the Chief of Police.
13. Monitors performance of equipment and components and alerts the Public Works Director to problems or improvements.

14. Consults with Code Enforcement Officer when repairs include electrical or plumbing work.
15. Performs outside maintenance of facility on an as-needed basis such as landscape maintenance, snow/ice removal and treatment, and trash pickup. Coordinates with other Public Works personnel for regular landscape maintenance and snow/ice removal and treatment.
16. Responds to after-hour emergencies at police facility
17. Performs other related duties as required.

Physical Activity Requirements

<u>PRIMARY PHYSICAL REQUIREMENTS</u>		<u>OTHER PHYSICAL CONSIDERATIONS</u>	
<u>LIFT up to 10 lbs.:</u>	Frequently required	<u>Twisting:</u>	Occasionally required
<u>LIFT 11 to 25 lbs.:</u>	Frequently required	<u>Bending:</u>	Frequently required
<u>LIFT 26 to 50 lbs.:</u>	Occasionally required (assistance may be available)	<u>Crawling:</u>	Rarely required
<u>LIFT over 50 lbs.:</u>	Occasionally required (assistance may be available)	<u>Squatting:</u>	Occasionally required
		<u>Kneeling:</u>	Occasionally required
<u>CARRY up to 10 lbs.:</u>	Frequently required	<u>Crouching:</u>	Occasionally required
<u>CARRY 11 to 25 lbs.:</u>	Occasionally required	<u>Climbing:</u>	Occasionally required
<u>CARRY 26 to 50 lbs.:</u>	Occasionally required (assistance may be available)	<u>Balancing:</u>	Occasionally required
<u>CARRY over 50 lbs.:</u>	Occasionally required (assistance may be available)		
		<u>WORK SURFACE(S)</u>	
<u>REACH above shoulder height:</u>	Frequently required	Standard office desk and chair. Concrete and tile floors, asphalt and gravel surfaces.	
<u>REACH at shoulder height:</u>	Frequently required		
<u>REACH below shoulder height:</u>	Frequently required		
<u>PUSH/PULL:</u>	Occasionally required		
<u>HAND MANIPULATION</u>		<u>DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:</u>	
<u>Grasping:</u>	Frequently required		<u>Consecutive Hours</u> <u>Total Hours</u>
<u>Handling:</u>	Frequently required	Sit	1 2 3 4 5 6 7 8 1 2 3 4 5 6 7 8
<u>Torquing:</u>	Occasionally required	Stand	1 2 3 4 5 6 7 8 1 2 3 4 5 6 7 8
<u>Fingering:</u>	Frequently required	Walk	1 2 3 4 5 6 7 8 1 2 3 4 5 6 7 8

Work is performed inside and out of doors in an environment which includes exposure to physical elements or a number of disagreeable working conditions.

The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Cognitive and Sensory Requirements:

Talking: Necessary for communicating with others.
Hearing: Necessary for receiving information and instructions.
Sight: Necessary to do job effectively and correctly.
Tasting & Smelling: Smelling required to detect noxious fumes and odors.

Specific Vocational Preparation Requirement(s):

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|---|---|
| <input type="checkbox"/> 1. Short demonstration only. | <input type="checkbox"/> 5. 181 days to 1 year. |
| <input type="checkbox"/> 2. Any beyond short demonstration up to and including 30 days. | <input checked="" type="checkbox"/> 6. 1 to 2 years |
| <input type="checkbox"/> 3. 30-90 days | <input type="checkbox"/> 7. 2 to 4 years |
| <input type="checkbox"/> 4. 91-180 days | <input type="checkbox"/> 8. 4 to 10 years |
| | <input type="checkbox"/> 9. Over 10 years |

Licensure/Certification Requirements: Valid NH Driver's License.

Other Training, Skills and Experience Requirements: Graduation from high school plus at least one to two years progressively responsible experience in building maintenance. Considerable knowledge of the methods, materials and equipment used in custodial work; working knowledge of the following trades; carpentry, plumbing, electrical, heating, and air conditioning. Ability to operate and service light power equipment.

Summary of Occupational Exposures: Gasoline and diesel fumes, floor and bathroom cleaners; cleaning agents and solvents.

Other Considerations and Requirements:

1. Thorough knowledge of the tools and equipment used in the maintenance of building.
2. Ability to interact with a wide variety of people.
3. Considerable knowledge of basic good housekeeping practices in maintaining building cleanliness and good order.
4. Considerable knowledge of the proper uses and application techniques for cleaning products and equipment.
5. Knowledge of building maintenance functions and their associated work procedures and methods.
6. Ability to plan, oversee, and inspect diverse work projects.
7. Ability to operate equipment used in maintenance.
8. Ability to understand and follow oral and written instructions.
9. Ability to communicate effectively both verbally and in writing.
10. This position requires that this employee treat the citizens of the Town and members of the staff with respect and courtesy.
11. This position requires the projection of a positive attitude and image about the Town, a pleasant work demeanor, and a commitment to service to the public and staff.